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**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
May 20, 2014**

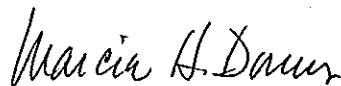
MAY 27 2014

TOWN OF ELLINGTON
TOWN CLERK'S OFFICE

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:37 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Richard Petrucci, Patricia Grundman, Children's Librarian, and Susan Phillips, Library Director. Peter Nickerson was excused as absent. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum –Debi Cormier and Emily Nedwick, both staff members, were present at this meeting.
- III. Approval of Minutes of the April 15, 2014 Meeting (Wieliczka/Blanchette) The minutes were reviewed by the members present and were unanimously approved with one correction - In item number VIII, the discussion of the By-Laws was complete at this meeting, no further action was necessary. Also, John Halloran requested that the minutes from each meeting be sent to the Board members via e-mail.
- IV. Treasurer's Report – The Treasurer's Reports for the month of April 2014 were read. Income and expenses were discussed.
- V. Current Year Budget – Sue Phillips distributed a copy of the 2013/14 Year-to-Date Budget for review. Expenses are on target to finish up this fiscal year.
- VI. Library Director's Report –Susan Phillips distributed copies of the Director's Report dated 5/20/14. The report was read and discussed. Sue reported that Bibliomation will be installing an update our circulation system over the Memorial Day weekend. Also, a server upgrade will be done over the July Fourth weekend. To accommodate this, it is recommended that the Library close on that Saturday, July 5th. All were in agreement.
- VII. Friends of the Library Report – Sue Phillips reported that Friends will once again be funding the summer reading program. The themes for this year are: Children is Fizz, Boom, Read!, Young Adults is Spark a Reaction, and Adults is Literary Elements.
- VIII. Old Business – Building Maintenance – Sue Phillips reported on several quoted that she has received for maintenance projects within the Library. CD Builders proposed to paint all outside doors at a cost of \$2690.00, refinish the ceiling of the front porch for \$1750.00, and refinish the front wooden doors (inside and out) for \$3915.00. Replacement for the upstairs windows that have failed is \$550.00 per window, including installation. There are 30 windows in the new building. Also discussed were the 6 windows in the old building. An additional quote will be requested for these. The wrought iron railing on the front steps needs to be removed, and the other wrought iron railing going into the cellar needs repainting. A motion was made (Blanchette/Wieliczka) and unanimously approved to proceed with each of these repairs. The money for these maintenance repairs will be paid for from the Fowler Fund. Sue also mentioned that the outdoor shed needs roofing, painting, and replacement of rotted wood, and she will obtain price information for this. Also, Sue reported that a company (Marcus Communication) has made a proposal to install security cameras on the entry doors on all of the town buildings, at the request of the Police Department. It was recommended that the Library have the front door and staff door monitored, the proposed cost is \$10,521.00. More information is required before this proposal can be considered, such as what information will be kept, for how long, and for what use, and who will fund this.

- IX. New Business – Job Description – Reference Librarian/Programming Coordinator – This is a newly created Job Description. A motion to accept this as written (Clements/Wieliczka) was unanimously passed.
- X. Trustees' Concerns – Janet Wieliczka again mentioned her concern for nametags for staff members. Sue said she will bring this topic up at the next Staff Meeting. Janet also brought in a video titled "Common Core" that was a suggested donation. This item had previously been brought in but was returned to the patron due to the biased nature of the content. Also, Mary Clements mentioned that the parking situation has been and still is an ongoing problem, especially on evenings when there are well-attended programs. The availability of St. Luke's Church parking lot was discussed, as well as various ways to inform program attendees of parking lot etiquette and the restrictions of parking in fire lanes.
- XI. Correspondence – None.
- XI. Adjournment – The meeting was adjourned at 9:10 PM (Clements/Blanchette) by unanimous vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marcia H. Downs".

Marcia H. Downs